

**DRYDEN  
POLICY DIRECTIVE**

**Directive: DPD 2410.13**  
**Effective Date: February 8, 2001**  
**Expiration Date: February 8, 2006**

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**Responsible Office: X/ Chief Information Officer**

**Subject: Electronic Mail Policy**

**1. POLICY**

Dryden Flight Research Center (DFRC) relies on its computer network to send electronic mail (e-mail) to conduct business. To ensure that DFRC computer resources are used properly by its employees, independent contractors, agents and other computer users when sending e-mail, DFRC has created the following e-mail policy:

- Users may send e-mail for official Government business, including (but not limited to) performance of NASA work-related duties, professional training and class work, and work covered under contracts or grant agreements with NASA.
- Users may send e-mail regarding activities authorized by DFRC Management (Branch Chief or higher), including (but not limited to) activities open to DFRC employees, i.e. office sanctioned activities, blood drives and car pools; and Center-sanctioned clubs and organizations, i.e. the Exchange Council and its sponsored activities, Visitor Center, and NASA sponsored Observance programs, i.e. Native American Heritage Month.
- A limited amount of e-mail is authorized for personal use when communications cannot reasonably be made during non-business hours. For example: Under the circumstances stated, limited communications via e-mail will be permitted to spouses or dependents (or those responsible for their care), Government agencies (but not for activity which is political in nature), physicians, dentists, accountants or other personal advisors, emergency repair service personnel working on an employees residence or vehicle, professional associates, vendor representatives, clients, and colleagues. Limited e-mail communication, using government resources, is also authorized with the above individuals or organizations while on Official Temporary Duty away from DFRC.
- Content of all communications should be accurate and professional. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Furthermore, an employee should assume that anything that is generated using a Government computer might, and likely will, be reviewed by others.
- Users may not install or use e-mail encryption software without the approval of the Dryden CIO.

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- Users may not initiate or forward chain e-mail regardless of the subject matter. Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of others.
- Users may not subscribe to mailing lists that are outside the professional scope of the Agency (e.g. Joke lists).
- Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful may not be transmitted. Messages containing inappropriate content may be removed if found on the mail server.
- The ability to send e-mail by addressing Public will be strictly limited to announcements pertaining to center safety and operations, events that might cause work stoppage or loss of productive time or resources, or messages of broad interest to DFRC personnel. Examples are highway closures, weather emergencies, utility or facility outages, network outages, and unscheduled center closures. At DFRC, Public e-mail messages are posted to a site available to other employees through X-Net. Except in the cases noted in the following paragraph, public e-mail messages are not distributed to individual accounts through the e-mail system.
- Certain designated functional entities have been given the ability to generate public e-mail, which will be distributed to individual e-mail accounts as well as to the public web-site. E-mail from these designated organizations will bear the title of the functional entity in the "From" address field of the publicly distributed message. Approval of the functional entity to have this privilege will be from the DFRC Chief Information Officer (CIO).
- E-mail from sources external to Dryden will be received and delivered by Dryden Central Mail Services. All e-mail leaving the Center will be received and delivered by Dryden Central Mail Services. Dryden Central Mail Services will not forward incoming mail to other internal mail servers.
- Only Agency-approved mail client software may be used. NASA Dryden employees may not set up their e-mail clients to automatically forward their own inbound messages to other locations external to Dryden. Approval of temporary message forwarding may be requested through the DFRC CIO. Senders should assume that their e-mail will be forwarded to others without their consent or knowledge, and should therefore consider the contents of e-mail messages to be within the public domain. Thus positions the Government could not endorse should not be included within official business Government e-mail messages.
- When sending correspondence using Dryden Flight Research Center (DFRC) provided resources, the official e-mail address is `firstname.lastname@dfrc.nasa.gov`.

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There may be some exceptions that require a middle initial for uniqueness. Users may not, under any circumstances, use “spoofing” or other means to disguise their identities when sending e-mail.

- There are certain communications with outside users that are tightly controlled by Government policy. These communications are regulated by the Privacy Act, US Export control Policy, National Security Policy, or NASA policies related to officially publishing or disseminating the results of NASA research and development. The prerelease of NASA research and development results may require the approval of the NASA Project Manager. In addition, users may not send computer programs, data, or project information to a non-NASA entity without approval from the PACE office. When in doubt about the appropriateness of a specific e-mail communication, it is the employee’s responsibility to seek the advice of the appropriate official (such as the employee’s supervisor) before proceeding.
- The Center has the right to scan all incoming e-mail for viruses, worms, Trojan horses and attached software or any attached file (or embedded file), or inappropriate content that may be a suspected threat. Suspect e-mail will be deleted and not delivered to the receiver. The Center has the right to stop (and store, queue, or remove) any incoming suspect messages.

## **2. APPLICABILITY**

This Directive applies to all Dryden Flight Research Center employees, Dryden Flight Research Center contractors, and visiting researchers.

Failure to comply with this policy will result in revocation of e-mail privileges and disciplinary action.

## **3. AUTHORITY**

44 U.S.C. 1441 et seq., the Computer Security Act of 1987, as amended and extended

## **4. REFERENCES**

NPG-2810.1 Security of Information Technology, August 26, 1999

NPG-1450.10C NASA Correspondence Management and Communications Standards and Style, March 6, 2000

## **5. RESPONSIBILITY**

- a) It is the responsibility of each DFRC employee, DFRC contractor and visiting researcher to comply with this policy.

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b) It is the responsibility of the CIO to enforce this policy.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENTS**

N/A

## **8. CANCELLATION**

None.

Kevin L. Petersen  
Center Director